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REQUIRED HARDWARE

AutoAddress operates on any Macintosh family computer provided you have at least two megabytes of memory. A hard drive is also required.

Though AutoAddress is compatible with System 6.0.5 or later, you should always use the latest System and Finder available from Apple Computer, Inc., provided by your local dealer. AutoAddress is fully compatible with System 7.

LOADING AUTOADDRESS

The AutoAddress diskette should contain the following:
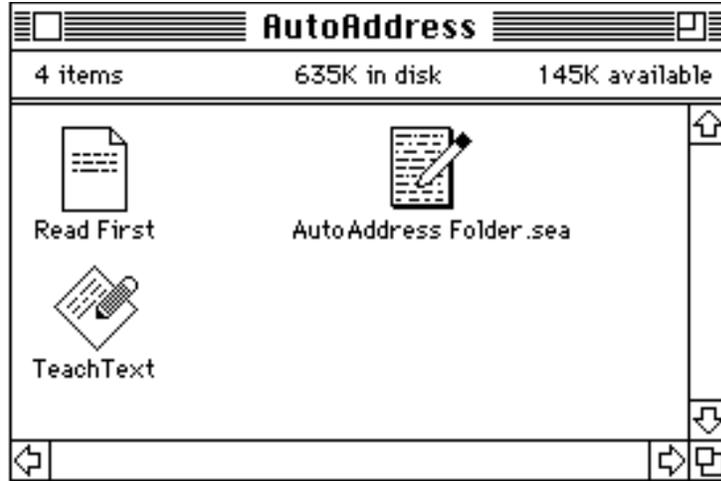
Simply double click on "AutoAddress Folder.sea" and specify where you want the file to be located. It occupies 1.2 MB of space.

REQUIRED FILES

The AutoAddress application needs the folder "AutoAddress Files" located the same folder as itself. Do not change the name of "AutoAddress Files". The following files must be in the "AutoAddress Files" folder (you can keep your lists in there as well if you so desire):

AABases.dbf	AABases.idx	AAFormats.dbf	AAFormats.idx
AAHelp.dbf	AAHelp.dbt	AAHelp.frx	AALetters.dbf
AALetters.dbt	AALetters.idx	AAReports.dbf	AAReports.idx
AAResource	AAStruct.dbf	"Formats" folder	"Reports" folder

The "Formats" folder and "Reports" folder contain several preset letter formats and reports (e.g. envelopes, labels, lists) which you may find useful. You may also want to keep in these folders additional formats and reports you design.

STARTING AUTOADDRESS

Always start AutoAddress by clicking on it or its Alias or by putting an Alias in the ⚜ menu. Trying to launch AutoAddress by clicking on one of its lists or auxiliary files may confuse the program. Upon launching AutoAddress, you will see the following screen:
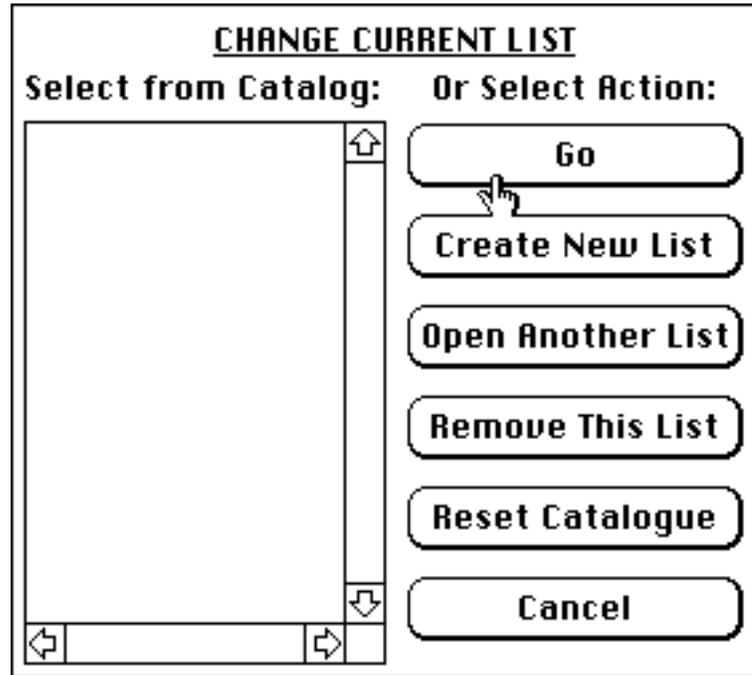
The catalogue on the left is blank. Eventually this will display a catalogue of all of the different lists you are keeping with AutoAddress. For example you may have separate lists for:

- company employees

- relative and friends

- customers

- vendors

- doctors, lawyers, Indian chiefs.

There is no limit to the number of lists you may have. However, you must start with the first one so choose the button **Create New List**. You will be asked to name and store the new list in the typical fashion. If an AutoAddress list is already available for your use on the network, then you select **Open Another List** and you will be asked to find it in the typical fashion. You can access the above screen at any time from the main AutoAddress screen by choosing the **Change** button in the lower left (see below).

You can remove a list from the catalogue by first highlighting it and then selecting **Remove This List**. This will not delete the file from your drive however, you must use the Finder to do so. The **Reset Catalogue** button will remove all of the lists from the catalogue, but again, will not delete any files from your hard disk. You may need to use these commands if you have renamed or reorganized your hard disk.

Subsequent launches of AutoAddress should automatically open the list and the name you were last using (if it is available to you at the time). If the program cannot find the list, the above screen will again reappear.

Once you have told AutoAddress what list to use, the main AutoAddress screen will appear:

```
Title: Dr.                          Date:  (Pack)  SERD1              ( Quit )
First: Joseph                       01/12/92                         ( Next )
Last: Serdakowski
Position: Chief Cook and Bottle Washer    169 records in file        ( Prior )
Dept.: R&D                          Phone: Sorted on Last, First
Firm: AutoSoft                      O: 401-885-3631                  ( Lookup )
                                    H: (you think I'm nuts?)
Address: 274 Moosehorn Road         F: 401-884-5653                  ( New )
                                    ⊠ Tag This Record    (Hide)
                                                                     ( Delete )
City: East Greenwich                ( Tag Some Records )
State: RI                                                            ( Backup )
Zip: 02818                          ( UnTag Some Records )
                                                                     ( Restore )
Notes: Author of AutoAddress Program
(Sort)  swam across Narragansett Bay, 8/92                           ( Copy )
        father of 5 children
(Browse)                                                             ( Paste )
(Set up)                                                             ( Export )
(Change)
(Help)   SERD1 can't be shared now   ( Reports )  ( Letters )        ( Import )
```

This screen provides the entry of the information you can store. Just tab from field to field and type in the desired information. Here, the list named "SERD1" is open, there are 169 records in the file, the primary sort order is "last", the secondary sort order is "First" and the list can not be shared at this time.

All fields are alpha-numeric, meaning you can type both numbers and letters. When a field is filled the cursor will jump to the next field. Because "Geneva" is not a fixed space font, depending on the mix of letters, the field may or may not be filled or fully displayed (i.e. upper case "M" takes up more space than lower case "i").

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SMALL CAPS: SORTING LISTS

SORTING LISTS

To change the sort order, click on **Sort**. You will see:

Simply click on the field upon which you wish to sort and click **Go**.

You may or may not choose to sort the list by a secondary field.

ON LINE HELP

The **Help** button gives you on line Help and should be read at least once.

There is additional help under the menu.

NETWORKING

The rule for networking is simple, only use it when you need it. You have two options, either `SERD1 can't be shared now` or `SERD1 can be shared now`. When sharing is enabled, two or more users can use the same list at the same time. However, response times will be slower and you can't change the sort order. Click on the popup menu to switch options. Pay attention to the messages if the program won't allow you to switch, because someone else may be using the list and you would not want to cut them off.

At this writing, you can share the same list at the same time. You can share the same report or format, but not at the same time (since two people simultaneously editing the same document should not be a highly desired feature). Form letter text can not be shared, again for the same reasons. This does not seem to be important at this time. If people request it, I can make that happen.

NEXT COMMAND

Skips to the next record as currently sorted.

PRIOR COMMAND

Skips to the prior record as currently sorted.

LOOKUP COMMAND

Clicking on this presents you with the following:

Enter the desired Last Name:

?

Just the first few letters are needed.
The secondary field can be entered following the complete Last Name and a ","
Leave the "?" to view the entire list.

[Go] [Cancel]

You can type in all or some of the sorted field you seek (in this case the state), or you can just leave the "?" and a scrollsheet of all of the names in the list is presented to you in the sort order. If you have specified a secondary sort order, you can type the entire entry of the primary field, followed by a "comma", and then the first few letters of the secondary field. Do not type any spaces.

The display included the currently sorted field, and the Last and First Names.

Simply click on the name you want and close the window by clicking in the upper left box and Voila! you are at the name you picked.

The ⌘-F command will help you find a character string. try it.
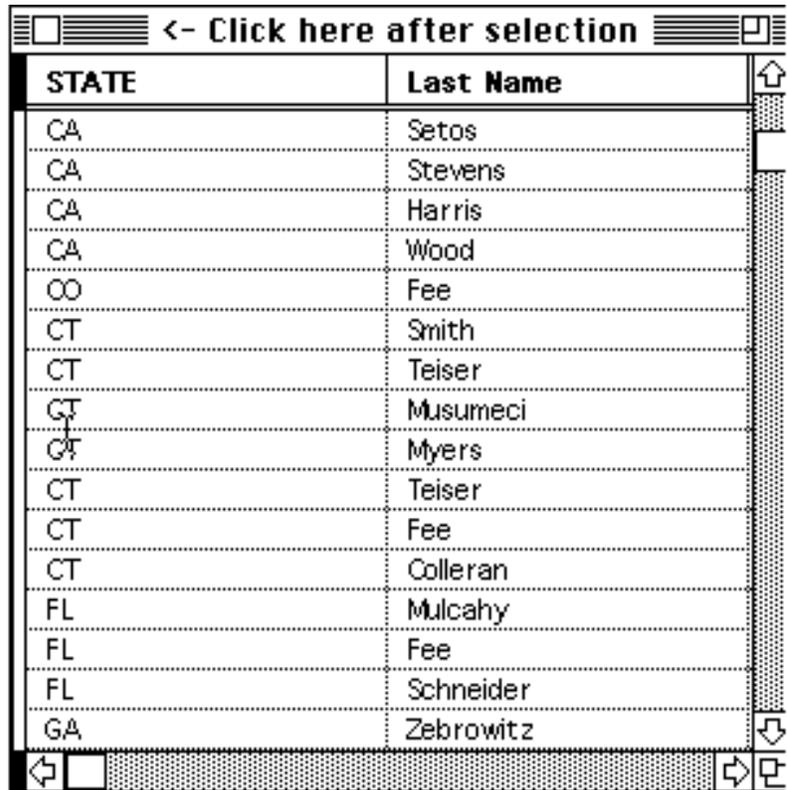
STATE	Last Name
CA	Setos
CA	Stevens
CA	Harris
CA	Wood
OO	Fee
CT	Smith
CT	Teiser
CT	Musumeci
CT	Myers
CT	Teiser
CT	Fee
CT	Colleran
FL	Mulcahy
FL	Fee
FL	Schneider
GA	Zebrowitz

<- Click here after selection

NEW COMMAND

Creates a new, blank record. Today's date is placed in the Date1 field.

DELETE COMMAND

Deletes the current record. Note, you must at all times have at least one record in a list, even if it is a blank one.

BACKUP COMMAND

This will backup the active list. Clicking on it yields the standard screen for selecting a file:

IMPORTANT: This command only backs up the active list. It does not back up other lists, nor does it backup the reports, formats & form letters files (AALetters.dbf, AALetters.dbt & AALetters.idx, which must always be kept as a matched set or the data will be lost).
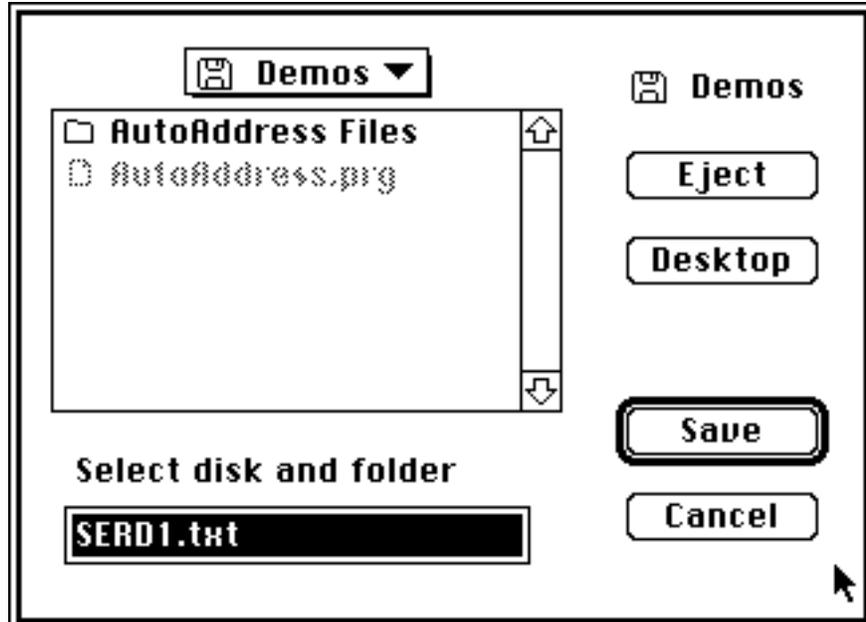
AutoAddress saves the list as a text file (it occupies less space that way) for later retrieval if necessary. If there is not enough room on the disk, AutoAddress will tell you so and ask that you select another disk.

RESTORE COMMAND

This will restore a list from a backup. You are first asked to find the list from which the restore is to be made, and then to name the list which is to be restored.

MULTIPLE SORTS

AutoAddress will only sort on two fields at a time. To trick the program to sort on multiple fields, the following process is required. For example, say we want to sort the list on State + Last + First. Begin by sorting the list on last + first. Then backup the list. The text file which is created is sorted by last + first. Then, restore the list, giving it a new name. The new list can then be sorted by State, and the secondary sort order will be by last + first since that is the natural order of the list. Similarly, higher order sorting can be done using the same procedure as many times as necessary.

To overwrite (and erase) the initial list, first recognize that as a safety feature, AutoAddress will not let you overwrite an open or shared file. To work around this limitation, after running the **Backup** button, **Change** to a different list, then **Restore** the initial list, giving the same name and location to the restored version. You will be asked if indeed you want to erase the original.

COPY COMMAND

This copies all of the information from the current record and places it on a special clipboard. This information will stay there until you quit AutoAddress or until you choose Copy again.

PASTE COMMAND

Creates a new record and pastes the information copied above. This is helpful if you have a name on one list and wish to copy it into another.

EXPORT COMMAND

This is a powerful command which allows you to Export all or some of the records from the current list. After clicking on export you are asked to select what you want to export:

Pick which records you want to export:

One can "export" the information in the active list to other programs.

Option	Description
All Records	This option will export all records in the current list.
Tagged Records	This option will export only the "Tagged" records.
Untagged Records	This option will export all records except the "Tagged" records.
Cancel	This option will return you to the current list.

You can pick the desired format with the next window:

Pick the desired type of output file:

There are several different ways the information can be transferred.

Option	Description
Database	This creates a database file which can be used by FoxBase+®/Mac.
Delimited with Tabs	Creates an ASCII text file that uses tab characters to separate fields.
Delimited with Commas	Creates an ASCII text file that uses commas to separate fields.
Delimited with Spaces	Creates an ASCII text file that inserts blank spaces between fields.
SDF	Creates an ASCII text file w/ equal number of characters in each record.
Cancel	

And you can specify if you want field names in the first row of your export file:

**Put field names
in the first row?:**

(Yes)

(No)

(Cancel)

In either case, the records will
be sorted in the current sorting
order. Sometimes, it helps to
have the field names at the top
of the list (i.e. if you are export-
ing to a spreadsheet, it would
be helpful if the field names are
at the top).

You are then asked what fields you want to export. You can export one, some or all fields in whatever order you choose.

Available Fields
Double-click on desired
field to add it to list

Title
Position
Department
Firm
Address2
Date1
Date2
Phone2
Phone3
Note1
Note2
Note3
Note4
Note5
Note6

**Select Fields
to Export**

(-> Move All ->)

(<- Reset <-)

(Cancel)

(Finished)

Click on "Finished"
when you are happy
with the list and are
ready to export.

Selected Fields
Double-click on desired
field to remove it from list

Last
First
Address1
City
State
Zip
Phone1

You are then asked to name the new file and put it where you desire.

IMPORT COMMAND

This function allows you to import from the same types of files to which the Export function allows you to export (see above). After you tell AutoAddress what kind of file from which you are importing, AutoAddress scans the file and presents you with the first record in that file so that you can "map" that first record to the different fields in AutoAddress. The Comma Delimited Text File is illustrated, the other options are similar:
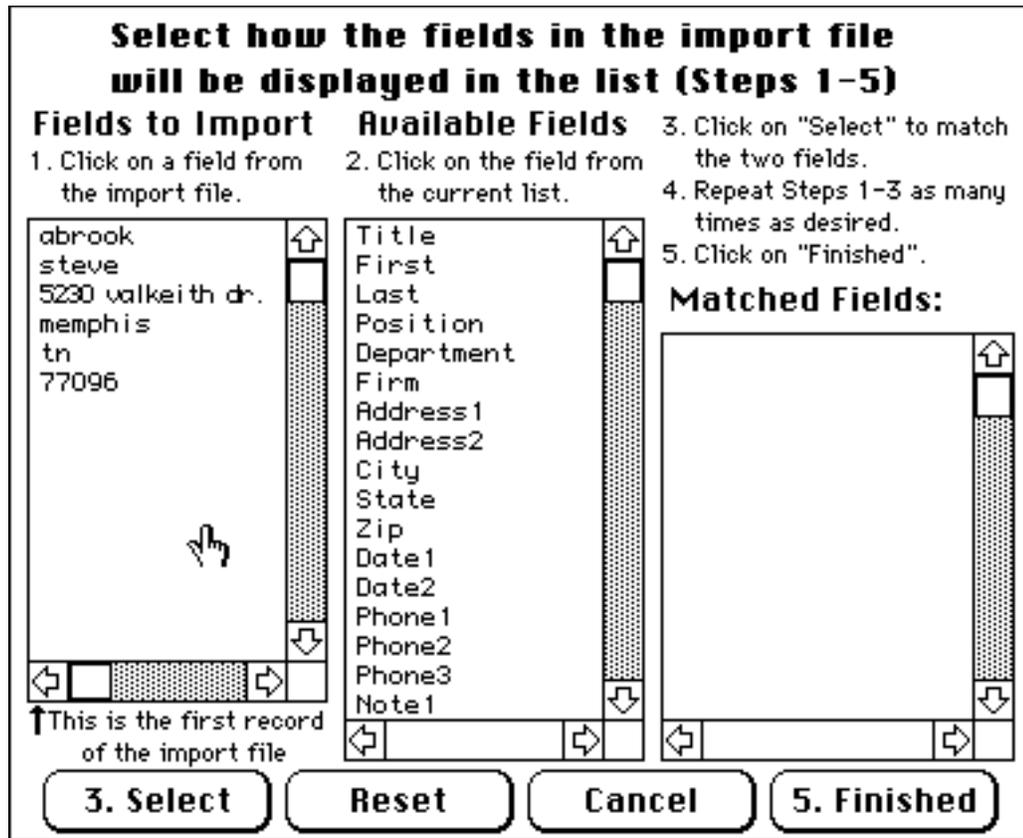
Carefully read and follow the step by step instructions to select the fields in the import file and map them to the AutoAddress file. Here, the above screen has been mapped to the AutoAddress file and is ready for import:

Select how the fields in the import file will be displayed in the list (Steps 1-5)

Fields to Import
1. Click on a field from the import file.

Available Fields
2. Click on the field from the current list.

3. Click on "Select" to match the two fields.
4. Repeat Steps 1-3 as many times as desired.
5. Click on "Finished".

Matched Fields:

Available Fields list:
Title
Position
Department
Firm
Address2
Date1
Date2
Phone1
Phone2
Phone3
Note1
Note2
Note3
Note4
Note5
Note6

↑This is the first record of the import file

Matched Fields list:
abrook -> Last
steve -> First
5230 valkeith dr. -> Address1
memphis -> City
tn -> State
77096 -> Zip

3. Select   Reset   Cancel   5. Finished

Clicking **5. Finished** will map all of the records in the import file in the same order as you selected for the first record. So the selections you make for the first record will automatically be applied to all of the records in the file.

Similarly, the SDF file import screen looks like:

Select how the import file will be displayed in the list (Steps 1–6)

This is the first record of the import file with the position of each character indicated with a number:

1	2	3	4	5	6	7	8
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

Abrook   Steve   5230 Valkeith Dr.

8	9	10	11	12	13	14	15	16
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

Memphis   TN

17	18	19	20	21	22	23	24
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

77096

This ↑ is character #163

1. Click on a field from the Available Fields list.
2. Type in the number of the character where the field starts.
3. Type in the number of the character where the field ends.
4. Choose "Select".
5. Repeat Steps 1–4.
6. Choose "Finished".

1. Available Fields
Title
First
Last
Position
Department
Firm
Address1
Address2
City
State
Zip
Date1

2. Field Starts At:

3. Field Ends At:

(**4. Select**)

(**Reset**)

(**Cancel**)

(**6. Finished**)

Matched Fields:

It looks like this when you have selected characters 31 to 60 to be mapped to the first name:

Select how the import file will be displayed in the list (Steps 1-6)

This is the first record of the import file with the position of each character indicated with a number:

```
      1         2         3         4         5         6         7         8
1234567890123456789012345678901234567890123456789012345678901234567890 1234567890
|Abrook                      Steve                     5230 Valkeith Dr.|
      8         9        10        11        12        13        14        15       16
1234567890123456789012345678901234567890123456789012345678901234567890 1234567890
|                    Memphis                           TN              |
     17        18        19        20        21        22        23       24
1234567890123456789012345678901234567890123456789012345678901234567890 1234567890
|  |                 77096                             |
```

This ↑ is character #163

1. Click on a field from the Available Fields list.
2. Type in the number of the character where the field starts.
3. Type in the number of the character where the field ends.
4. Choose "Select".
5. Repeat Steps 1-4.
6. Choose "Finished".

1. Available Fields

- Title
- **First**
- Last
- Position
- Department
- Firm
- Address1
- Address2
- City
- State
- Zip
- Date1

2. Field Starts At:

`31`

3. Field Ends At:

`60`

(4. Select)

(Reset)

(Cancel)

(6. Finished)

Matched Fields:

Remember, go slowly and review all of the information on the screen. If you follow the step-by-step instructions and review the **Matched Fields** catalogue, you should have no surprises after the file has been read. The **Import** command does not modify the source file in any way. You can always **Reset** or **Cancel** if you need to do so.

And it looks like this after you have made your mapping and ready to import:

Here, the first 200 characters of the SDF file has been mapped to the AutoAddress fields. Note the Matched Fields catalogue which outlines the mapping, and the appearance of the •••'s which indicate those characters already selected. Don't select the same character for more than one AutoAddress field, the program will not like it and will hiccup.

TAG AND UNTAG COMMANDS

This feature allows you to "tag" or mark certain records for special treatment. You can tag the records individually by clicking in the box, or use the buttons to tag or untag all or some of the records in the current list. This is especially helpful for exporting a subset of the list or sending form letters or printing labels to some of the people on the list. To copy a subset of the people to another AutoAddress list, simply export the tagged (or untagged) people and then import the file you created.

The Tag Some Records button results in the following:

TAG ALL RECORDS WHICH MEET THE CHOSEN CRITERIA:

(Type in the criteria before pushing the desired button)

All Last Names

Last Names Beginning With — Beginning letter sequence

Last Names Matching — Letter sequence for exact match

Last Names Between — Equal to and greater than this and Less than and equal to this

Cancel

In the above screen, the current sort order is Last Name, thus the Tag option will be based on the Last Name field. You can tag based on any field in the list simply by changing the **Sort** order of the list. You can choose to:

    • Tag all of the records in the list.

• Tag only those records which begin with the character sequence you specify. In the above screen, to tag only those Last Names which begin with the letters "SA", simply replace the blackened box "**Beginning Letter Sequence**" with the letters "SA", and click on the "**Last Names Beginning With**" button.

• Tag only those records which exactly match the character sequence you specify. For example, if I want to Tag all of my father's relatives, I type in "Serdakowski" in the "**Letter Sequence for Exact Match**" box and click on the "**Last Names Matching**" button.

• Tag a range of records. To tag all last names from "A" through "C", just type "A" and "C" in the proper boxes and click the "Last Names Between" button.

Similarly, the **UnTag Some Records** button will untag records using the same schemes.

MULTIPLE LEVEL SORTS, USING THE TAG COMMAND

AutoAddress directly supports 2 levels of sorting. Higher levels are possible by employing the following technique. Note that tagging a subset of the list does not affect the Tag status on the rest of the list. So multiple level sorts are possible. For example, to sort all of the Last Names that fall between S and W in the state of California (assume you have used the proper abbreviations and all California address are listed as CA):

1. Sort the list by Last Name
2. UnTag Some Records -> All Last Names

>   (this will remove all tags from the list)

3. Tag Some Records -> Last Names between S and W

>   (this will tag all names beginning with S,T and W)

4. Sort the list by State
5. UnTag Some Records -> States between A and BZ

>   (this will untag all states before CA)

6. UnTag Some Records -> States between CB and Z

>   (this will untag all states after CA)

I think this is the easiest way to allow beginners to use the Tag function but still allow more sophisticated users to exact complicated criteria. I welcome ideas or suggestions.

REPORTS COMMAND

Now we get into the fun stuff. The report editor is the same editor used in the FoxBase+/Mac relational database, therefore it is very very powerful. Because it is so powerful, there are many features which may require additional discussion to fully grasp so I recommend the book:

FoxBase+/Mac Simplified
Michael Masterson
Windcrest Books, Blue Ridge Summit, PA 17294-0850

Chapter 11 deals with FoxReport.

If you still seek more guidance, there is no substitute for practice, practice, practice.

Don't panic, you do not need to get this heavy into FoxReport to get good output. I have designed a number of forms and have included them in AutoAddress, so novices never have to get totally involved.

Clicking on **Reports** brings up the following screen:

PICK DESIRED REPORT

Select from Catalog:

```
1 7/16 X 5 BY 1 - IW
15/16 X 3 1/2 BY 1 - IW
15/16 X 3 1/2 BY 1 - LW
15/16 X 3 1/2 BY 2 - IW
15/16 X 3 1/2 BY 2 - LW
15/16 X 3 1/2 BY 3 - IWLQ
CHESHIRE - IWLQ
ENVELOPE (#10) - LW
ENVELOPE (#7) - LW
LIST OF NAMES
ROLODEX (2 1/4 X 4) - LW
ROLODEX (3X5) - LW
STD 2 COLUMN - IW
STD 2 COLUMN - LW
```

Or Select Action:

- Print Selected Report
- Modify Selected Report
- Create New Report
- Add Existing Report
- Remove This Report
- Reset Catalogue
- Change Return Address
- Cancel

These are FoxBase "frx" files which can be kept anywhere on the network. This default set is contained within the "Reports" folder discussed earlier.

Print Selected Report will print whichever report you pick without you ever seeing FoxReport. However, I find it very unlikely that these standard reports will keep you happy for long, so the **Modify Selected Report** command will allow you to create very elaborate customized reports.

Modify Selected Report starts the FoxReport editor. *List of Names* looks like:
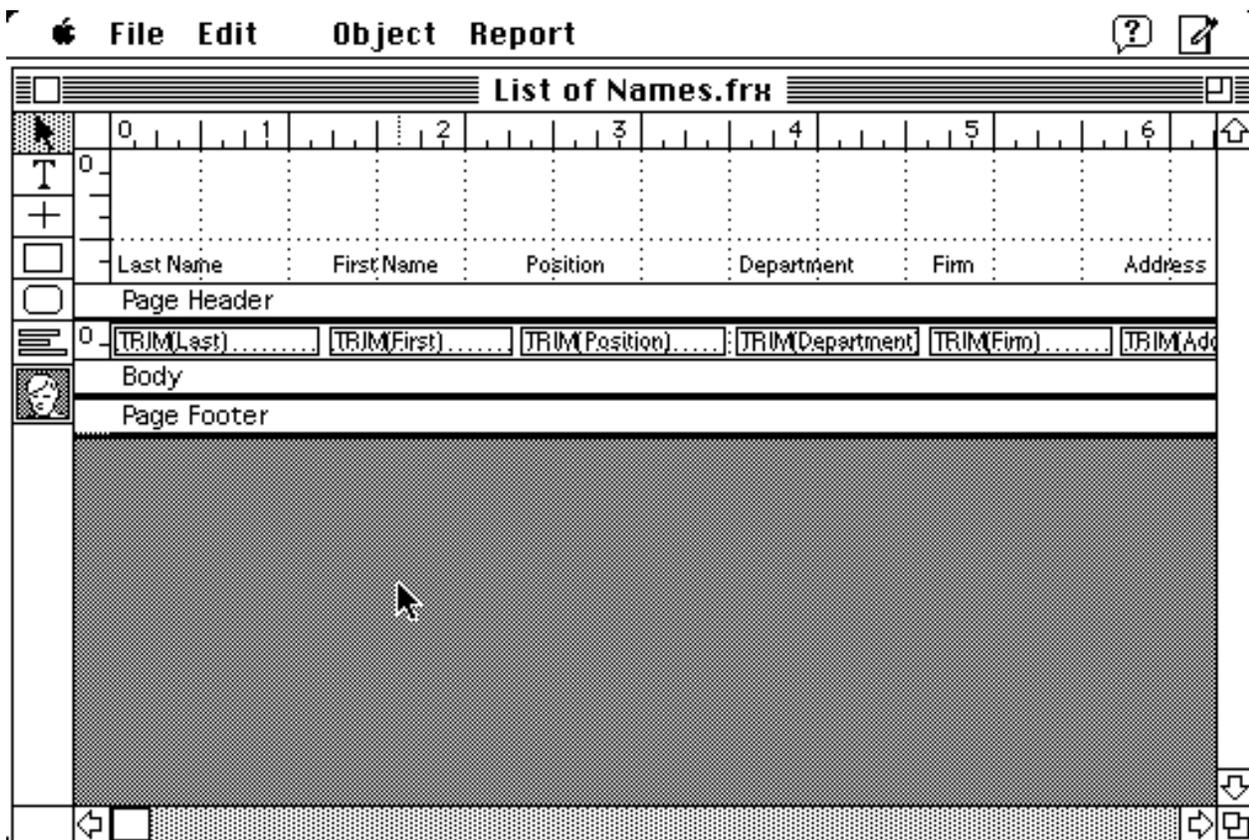
The **File** menu has your standard **Save**, **Save As**, and **Page Setup** Commands. These work in the usual fashion. If you **Save As**, you must also use the **Add Existing Report** command to add the new report to you catalogue. Also, in most cases you do **NOT** want to **Save Environment**. See discussion below.

The **Edit** menu has you standard **Copy**, **Paste**, **Duplicate** commands.

The **Object** menu allows you to format the selected object on the screen. Simply click on an object to select it, and the **Font**, **Size**, **Style**, **Fill**, **Pen**, **Color** and **Mode** are set with this menu. **Mode** allows you to dictate if the object will be transparent, translucent, reverse or opaque to objects behind it and the effect varies from printer to printer, so my best advice to you is to experiment.

The **Report** menu allows you other fancy formatting options including **Page Layout**, **Page Preview**, **Rulers**, **Grid**, **Align To Grid**, **Bring To Front**, **Send To Back**, **Group**, **Ungroup**, **Title/Summary**, **Data Grouping**, **Quick Report**.

The MacDraw type objects along the left hand side of your screen are standard graphics tools in the order: Selection Tool, Text Tool, Line Tool, Rectangle Tool, Rounded Rectangle Tool, Data Field Tool, Picture Tool.

The Report screen above is in 3 sections: Page Header, Body, Page Footer.

I cannot stress enough the need to experiment with FoxReport in order to understand it. FoxReport is an "open ended" tool which has tremendous power if you spend the time to learn it. I will discuss some of features in greater detail.

QUICK REPORT - REPORT MENU

This option only appears when a new "virgin" report is on the screen. It will place as many fields as will fit on your screen so that you won't spend a lot of time to get started. Checking the **Fields...** option will allow you to select which fields you desire in your report. Since AutoAddress has many fields, they probably would not all be used for every report.

THE "DATA FIELD TOOL"

 allows you to place a box which will display the actual data from your data base. The is an example of that. Double clicking on it reveals:

Here, you type in what field you want to print in this location. Note the use of the "TRIM()" function. This is probably the only FoxReport function most users will need. This function "trims" the trailing blanks off of the field contained in the parenthesis. For example, the "Last" field in the list contains 30 characters. The name "Serdakowski" would be displayed as 11 characters with 19 blank spaces after it. Since you can write algebraic expressions to cluster different fields in one Data field object, the Trim command really improves the format. For example:

Expression	Result
Last + ", " + First	Serdakowski , Joseph
TRIM(Last) +", " + TRIM(First)	Serdakowski, Joseph

Stretch Band to Fit: If the information is wider than the space allocated, the report will wrap the information around and add an additional line to the record. This is useful if there are a lot of notes for one record and few for another, so some records will be longer than others. But if you check this option and don't use the TRIM() function, the trailing blanks will create irregularly spaced blank sections between some or all of the records.

REMOVE THE ->'S

The Quick Report command described above will indeed automatically install the Last Name field on your report, but double clicking on it reveals:
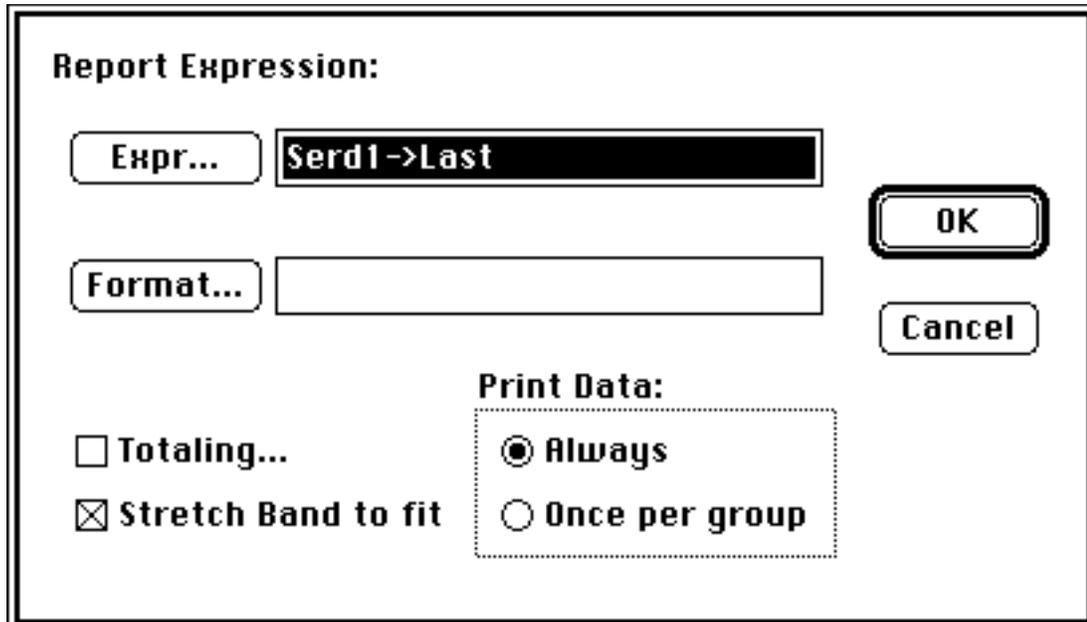
Report Expression:

| Expr... | Serd1->Last |
| Format... | |

OK

Cancel

Print Data:
- ☐ Totaling...
- ☒ Stretch Band to fit
- ⦿ Always
- ◯ Once per group

Note the "Serd1->" expression. This makes this report specific only to the Serd1 list.

EXPRESSION BUILDER

To get more assistance, click on Expr... You will see:

Math	String	Logical	Date

Report <expr>:

```
TRIM(Last)
```

Field Names:

title	C
first	C
last	C
position	C
department	C
firm	C
address1	C

Variables:

afeld	A
bfeld	A
mbase	C
afields	A
mbase1	C
mbase2	C
mbase3	C

Add

Verify

Clear

Help...

OK

Cancel

Database: Serd1
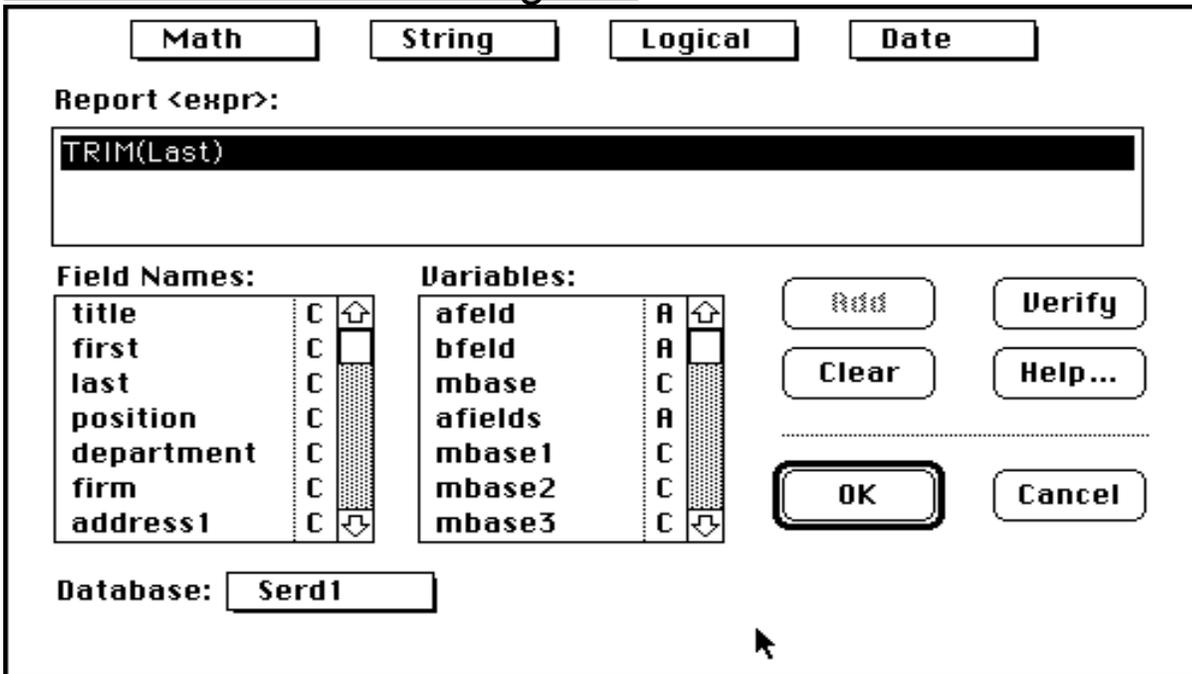
This is a very comprehensive expression builder. Clicking on the desired field names or using the popup menus will immediately position the selection in the report. You can Verify if your expression is correct by clicking on Verify.

> ## A Word of Caution
>
> **When Quick Report or the expression builder builds an expression for you, it always adds the name of the list, in this case clicking on "title" would result in the expression "Serd1->title". To make your report generic, i.e. having it work on all of your lists, never include the name of the list in the expression. In this case eliminate "Serd1->" from the expression. What is happening is that the report will default to the active list if no list name is specified, but if the list name is specified, will look for that list. If that list is not currently the active list, an error will result.**

SAVING A REPORT [THE EFFECTS OF SAVE ENVIRONMENT OPTION]

The standard dialog box appears when saving a new report, or Save As.. to create a modification of an existing report:
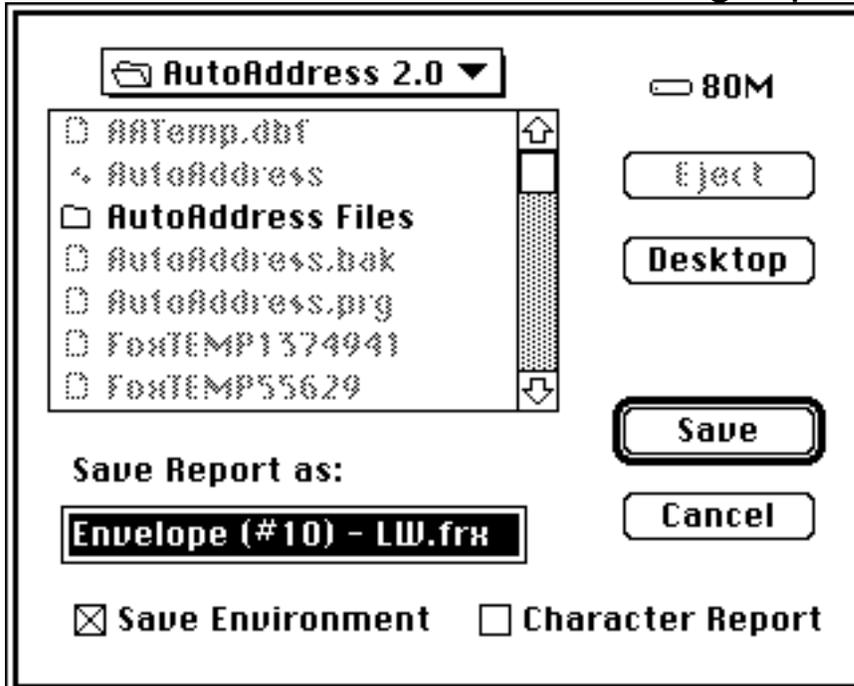
Problem - Sudden unannounced list change when modifying a report.

BIG WORD OF CAUTION!!!

Note that the **Save Environment** box is checked. What this will do is that every time this report is used in the future, AutoAddress will make sure that the same list is being used, and that the same record will be active. This will cause much confusion to most users if the report is being applied to a different list or to a different subset of the same list. For most cases, the ***Save Environment box should NOT be checked,*** thus the report will work successfully on any list, not just the active list at the time of creation.

PRE-DEFINED FUNCTIONS LINEX() AND RETURNX()

Line1(), Line2, Line3 and Line4 are shortcut ways to assemble a person's address. See the help file under the ⛄ menu for more details. They can be accessed by clicking on them in

the Variables list. There are many other variables on that list which are used by AutoAddress but are no help to the user in report generation.

Return1, Return2, Return3 and Return4 are 4 lines you can use for a return address. To initialize or change them, click on the Change Return Address button in the Pick Report screen. you will see:

Enter the return address exactly as you want it to appear:

Return1:	AutoSoft
Return2:	274 Moosehorn Road
Return3:	East Greenwhich RI 02818-1114
Return4:	Attn: J. Serdakowski

You can leave any or all lines blank!

(Okay)   (Cancel)

fill in the slots as desired.

MATH - STRING - LOGICAL - DATE popup menus

These offer a wide range of functions for manipulating the output. The various functions are discussed in the Help file under the ♨ menu, and can be printed out by using the Help button on the main screen.

BANDS [PAGE HEADER, BODY, PAGE FOOTER, DATA GROUPS, TITLE, SUMMARY]
The report is divided into different bands. The Body band is repeated down the page, on repetition for each record. Data Group bands repeat only when there is a change of Data Group, Hears and Footers are repeated once per page, Title and summary once per report. The width of each band is user controlled by clicking and sliding when the mouse becomes a little hand (on top of the intersection of the band and ruler) or by double clicking the little hand for precision band width.

ENVELOPE PRINTING, ALIGNING FOR CENTER FEED PRINTERS

For example, the envelop reports included in AutoAddress are designed for top-feed printers. The Page Header Band is set a zero height:
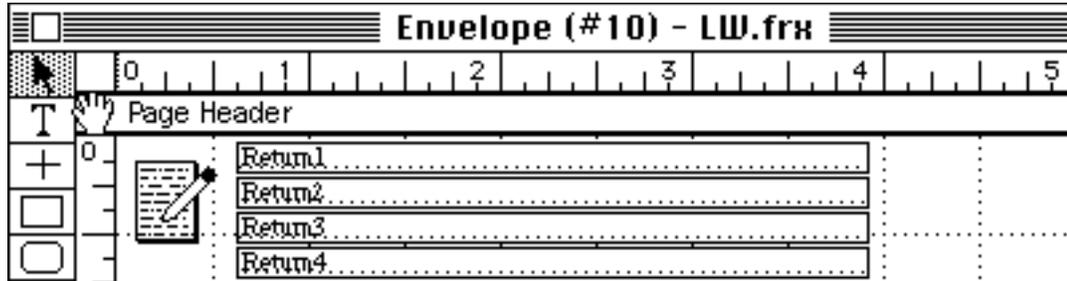
Here, the mouse is positioned so the hand is visible.

If you have a center-feed printer (e.g. LaserWriter II), simply increase the width of the Header band by clicking and dragging while the hand is visible. Here, the Page Header has been increased to 2.75 inches, thus allowing for proper positioning of the envelope for center feed printers. You may have to adjust this by trial and error to find the correct position for your printer.
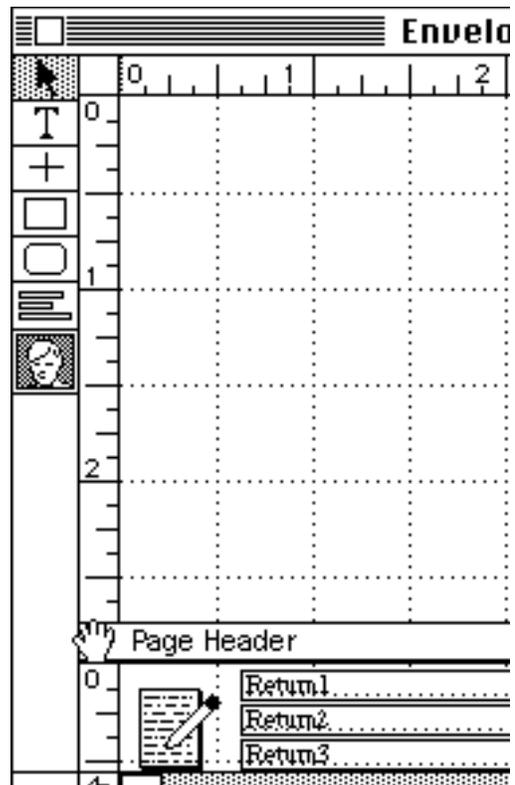
DATA GROUPS

For example, you may want to print a report, by State, of all people in a list. You add a Data Group Band by choosing it from the Report menu and selecting the desired group. The Data Group Band will only print if it has a greater than zero height and the Data Group changes. You can put any field in the group band.

By putting the Data Field *TRIM(state)* in the Data Group header, the name of the state will print only once, and if the Data Field *TRIM(firm)* is in the body, the name of each state will print only once followed by a column of all of the firms located in that state.

TOTALING FUNCTIONS

You can totalize by group, page or reports by checking the **Totaling...** Box. You will be presented with:

Common sense dictates that Summing, Average, Deviation and Variance require numeric fields. AutoAddress only supplies character fields, but the VAL() function will convert numbers in character fields into numeric values so that totaling can be applied.

By putting the Data Field *state* in the Group Footer, using the totaling function Count, and Reset on *state*, the result will be the number of firms located in that state.

MAKING REPORTS WITH MULTIPLE COLUMNS

Multiple column reports are available and are created using the Page Layout command:
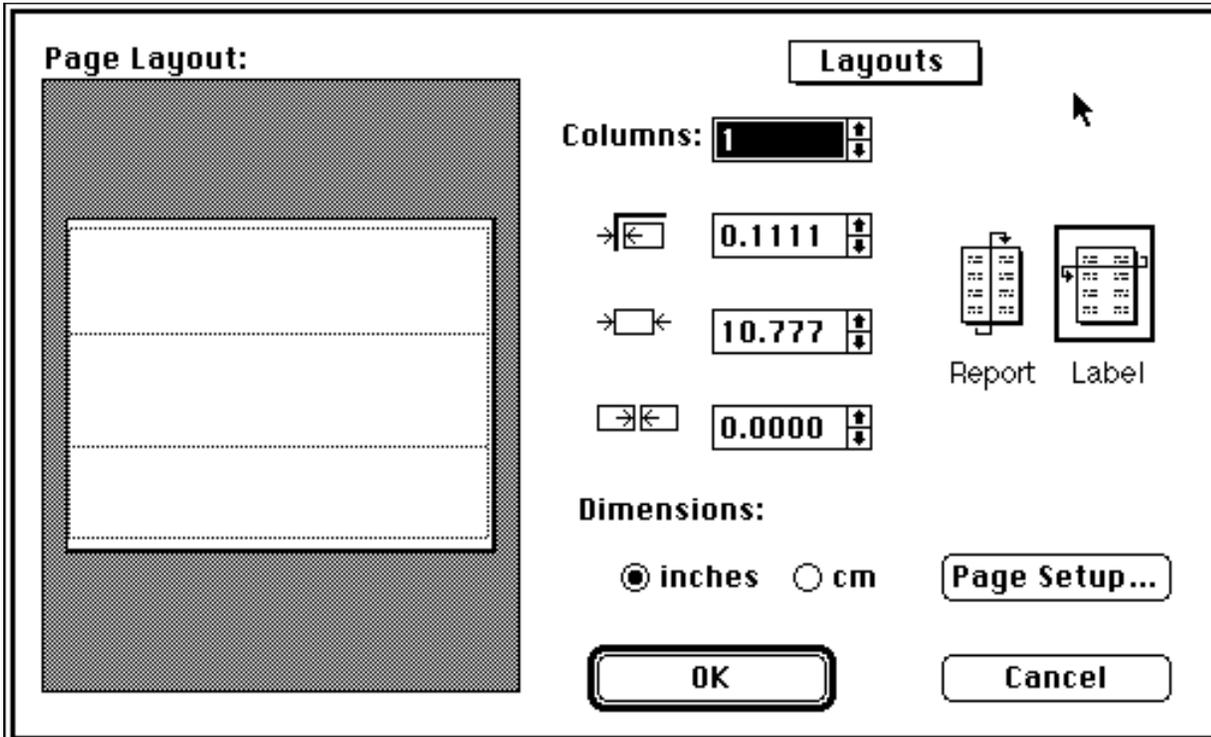
Margins, widths, column spacing, print order are all controlled here. There are many pre-programmed Layouts under the Pop-up menu.

TEXT LAYOUT

You can position text anywhere on the page by using the Text Tool. Text can be re-positioned using the Selection Tool (Arrow). Double clicking on a text field yields:
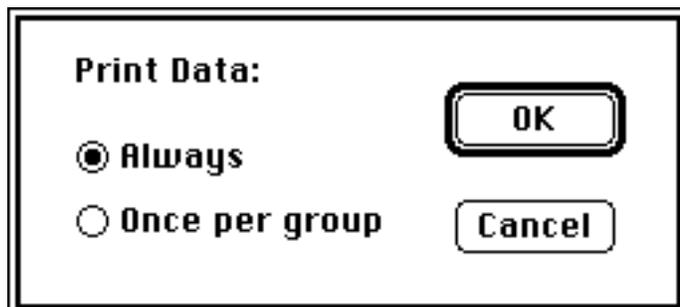
GRAPHICS OBJECTS (RECTANGLES, ROUNDED RECTANGLES, LINES)

These work like a MacDraw or MacPaint application. Double click on them to explore the many features available.

PICTURES

The Picture tool allows you to place pictures in the report. Upon activating the tool and drawing a box on the report, you will see:
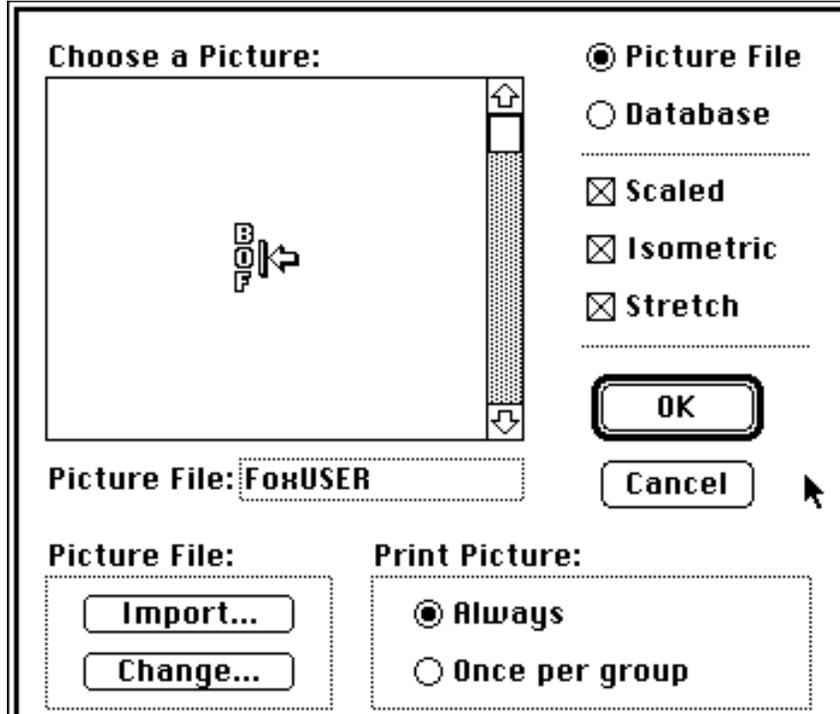
You can import from the Scrapbook or any PICT file by clicking **Import...** to bring up the picture mover:
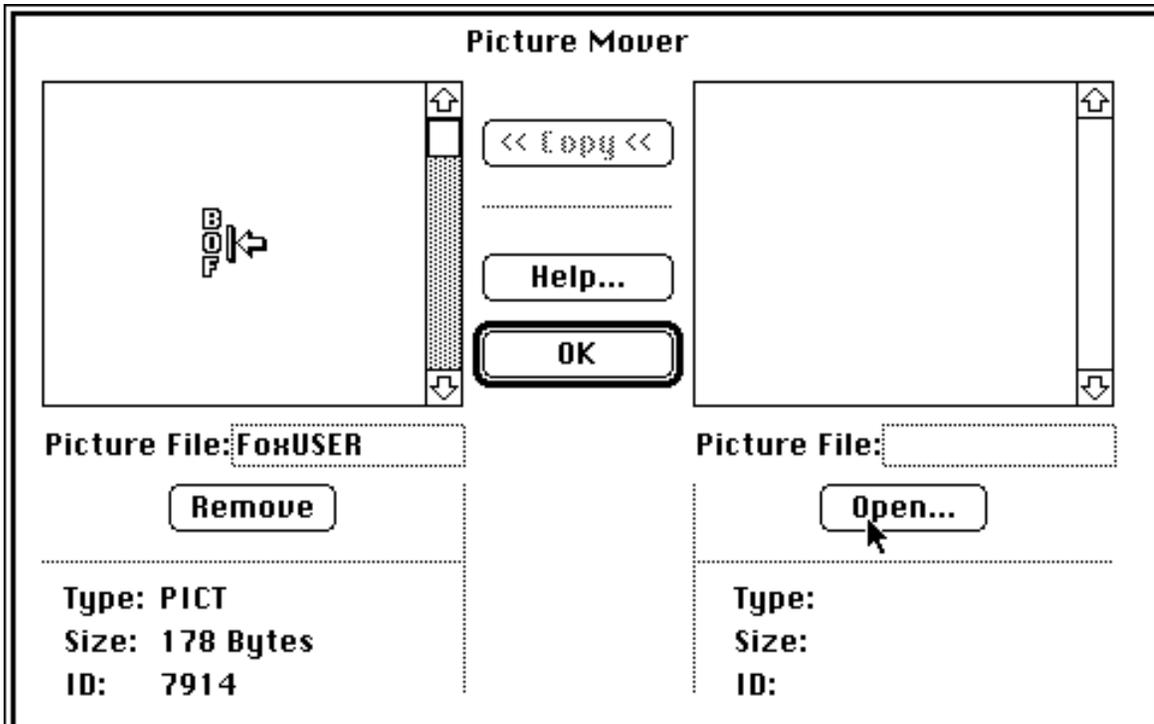
and you can open the desired file to find the picture you seek.

Use the keyboard arrows to move selected objects around the report one pixel at a time, either individually or in groups. Option-Arrow grows the object in the arrow's direction. Option-Shift-Arrow shrinks the object.

LETTERS COMMAND

Clicking here will yield:

```
┌─────────────────────────────────────────────────────────┐
│               PICK DESIRED LETTER                        │
│  Select from Catalog:          Or Select Action:         │
│  ┌──────────────────┬─┐   ┌──────────────────────────┐   │
│  │ Example        ⇧ │   │ Print Selected Letter    │   │
│  │                  │   └──────────────────────────┘   │
│  │                  │   ┌──────────────────────────┐   │
│  │                  │   │ Modify Selected Letter   │   │
│  │                  │   └──────────────────────────┘   │
│  │                  │   ┌──────────────────────────┐   │
│  │                  │   │ Create New Letter        │   │
│  │                  │   └──────────────────────────┘   │
│  │                  │   ┌──────────────────────────┐   │
│  │                  │   │ Remove This Letter       │   │
│  │                  │   └──────────────────────────┘   │
│  │                  │   ┌──────────────────────────┐   │
│  │                  │   │ Cancel                   │   │
│  │                ⇩ │   └──────────────────────────┘   │
│  │ ⇦        ⇨ │                                    │
│  └──────────────────┴─┘                                  │
└─────────────────────────────────────────────────────────┘
```
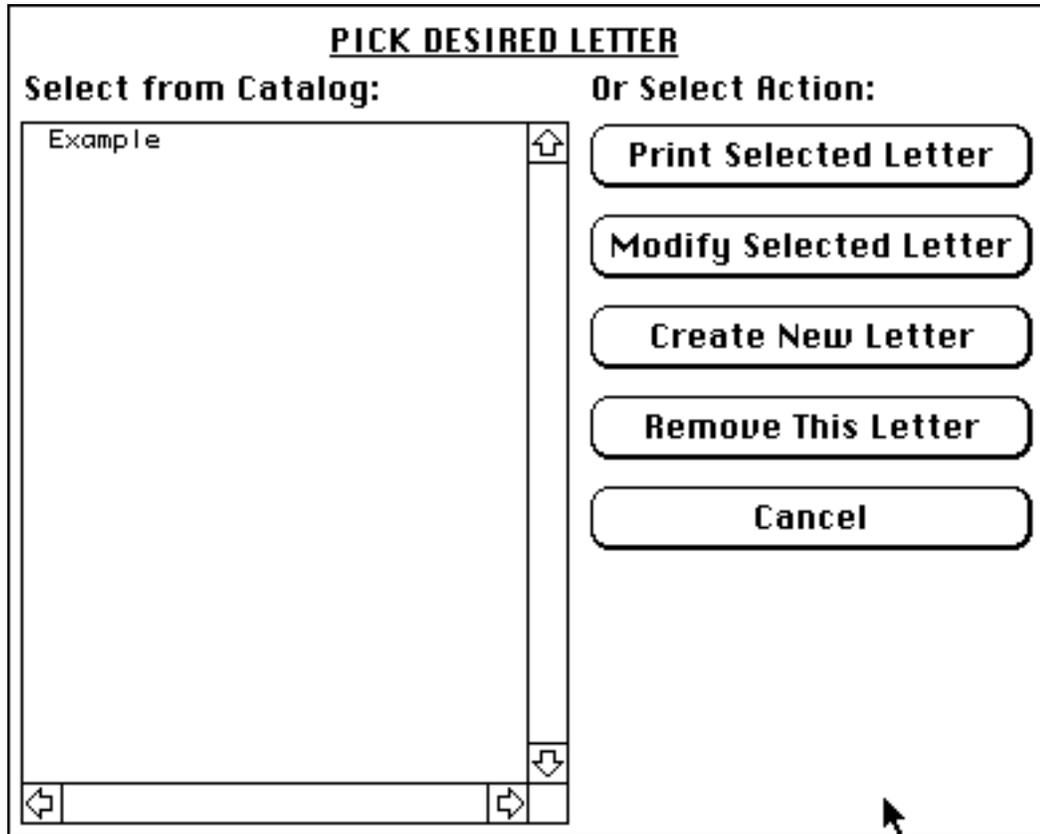
You can have an unlimited number of letters. All letters are stored in the AALetters.dbf, AALetters.dbt and AALetters.idx files. These files are to be considered a matched set and cannot be separated or mixed with other copies or editions. These must be backed up to avoid loss of information in case of disk crash.

Creating a new letter yields:

Letter Name: ███████████████████   (**Finished**)

Body of Letter:

Simply name the letter with a brief name and type in the desired text:

Letter Name: | Brief Name | (**Finished**)
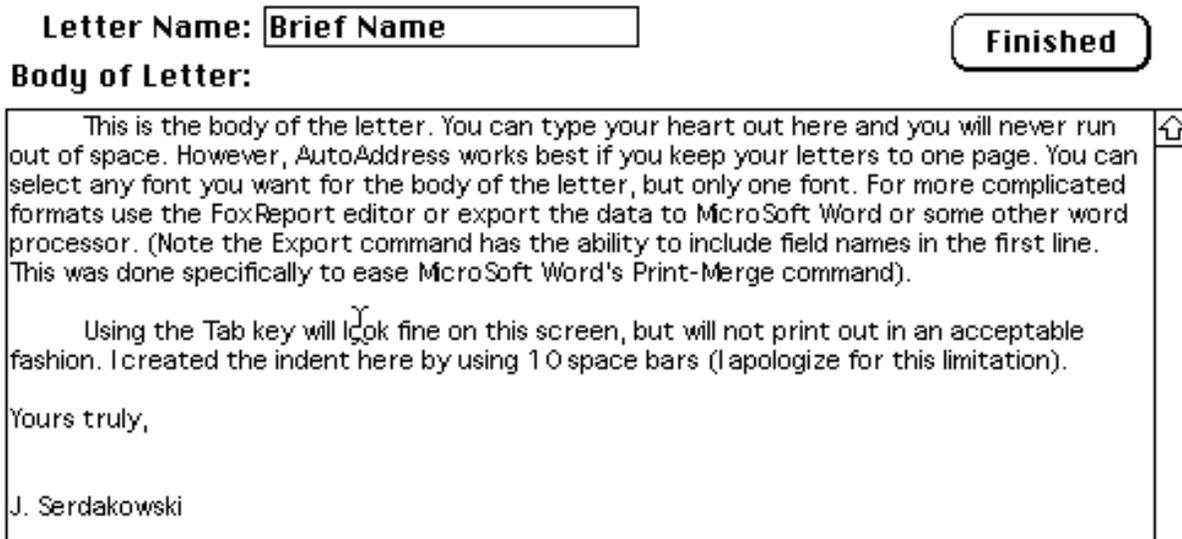
Body of Letter:

> This is the body of the letter. You can type your heart out here and you will never run out of space. However, AutoAddress works best if you keep your letters to one page. You can select any font you want for the body of the letter, but only one font. For more complicated formats use the FoxReport editor or export the data to MicroSoft Word or some other word processor. (Note the Export command has the ability to include field names in the first line. This was done specifically to ease MicroSoft Word's Print-Merge command).
>
> Using the Tab key will look fine on this screen, but will not print out in an acceptable fashion. I created the indent here by using 10 space bars (I apologize for this limitation).
>
> Yours truly,
>
> J. Serdakowski

If you really want to mix and match fonts in your form letter, you can type in the body of the letter directly into the FoxReport editor, thus you can select different blocks and assign different fonts. This scheme however, will be satisfactory for most applications.

After you select your desired letter and select Print Selected Letter, you will see:

The **Pick Desired Letter Format** screen is effectively identical to the **Pick Desired Report** screen discussed earlier. Format files and report files are both FoxReport [*.frx] files, the only difference is that the format file has the Data Field *AALetters->memo* wherein the text of the form letter appears.

Again, this will invoke the FoxReport editor if you seek to modify or create a new report. doing so to LETTER1 allows us to see how LineX and ReturnX are used:

```
Letter1.frx

0       1       2       3       4       5       6
                        Return1
                        Return2
                        Return3()
                        Return4

Line1()
Line2
Line3
Line4()
Line5

"Dear " + TRIM(first) + ":"

Page Header

memo
```
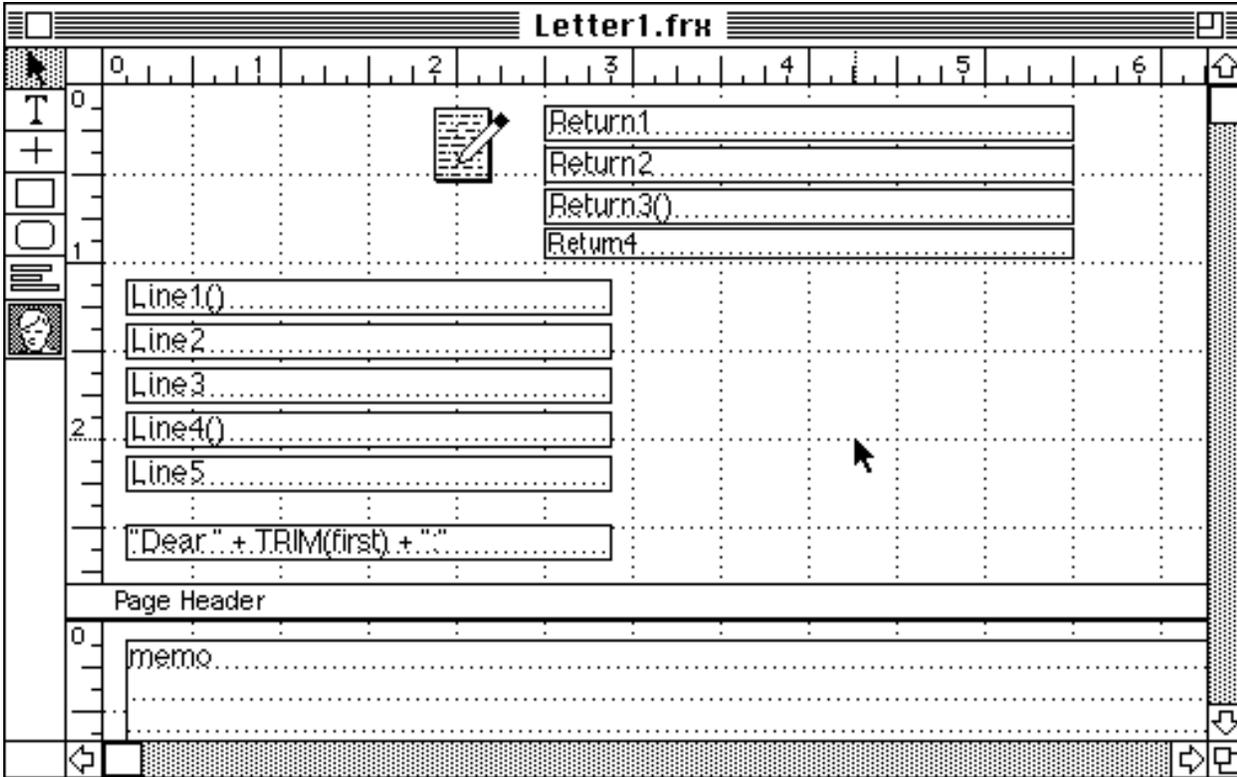
MEMO FIELDS IN FORM LETTERS

Note the memo field. Double clicking on it reveals:

```
Report Expression:

  Expr...    aaLetters->memo                    OK

  Format...                                     Cancel

                        Print Data:
 □ Totaling...          ◉ Always
 ⊠ Stretch Band to fit  ○ Once per group
```
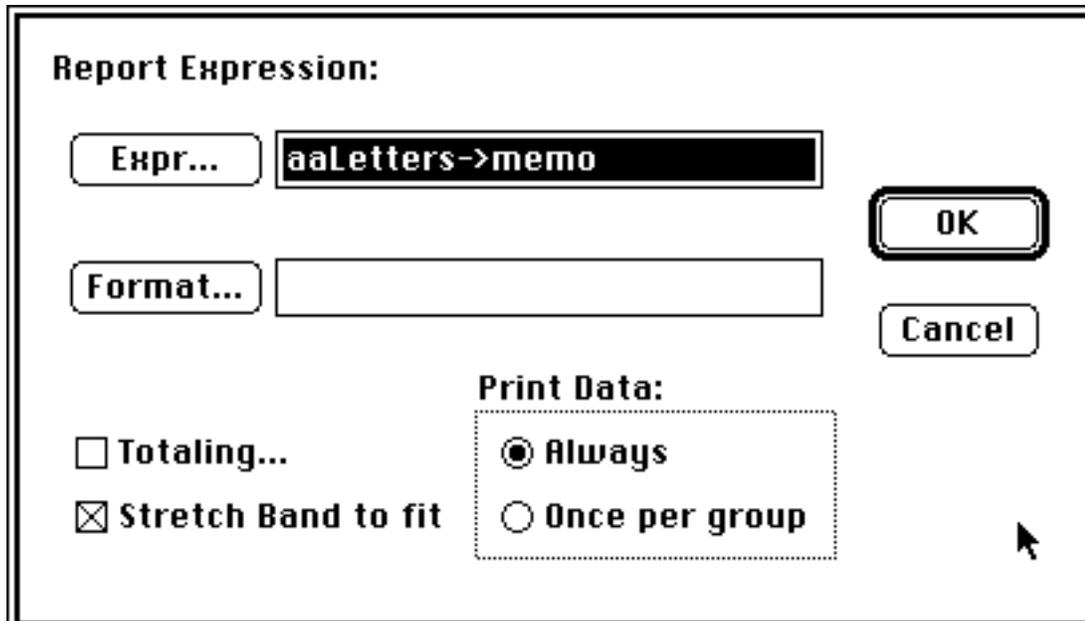
> **ANOTHER WORD OF CAUTION- THE KEY TO FORM LETTER GENERATION**
>
> **When building a report using FoxReport, I cautioned you earlier always to remove the list name and the "->" from the expression. HOWEVER, in the case and <u>only the case of the form letter memo field</u>, the expression "aaLetters->memo" _must remain intact_. This is because the memo field is kept in a different data base than the current list and FoxReport must know to look in the aaLetters data base in order to capture the information in the memo field.**

RECORD IS OUT OF RANGE, DATA TYPE MISMATCH, ETC.

The file which keeps track of the sort order (.idx file) is confused. Click on **Ignore** and **Sort** the list to rebuild the .idx file. Many other problems may result if the index is confused. The **Sort** command will solve most of the problems.

OTHER PROBLEMS

Any problem is terribly frustrating, and I apologize for them in advance. No problems that I know of are destructive to the data in the lists. However, catalogues may have to be reset on occasion or indices may have to be rebuilt. Also, you may succeed in confusing the program if more than one person is switching file sharing on and off while doing other things. A simple restart will correct this.

If you are a FoxBase+/Mac user, clicking on AutoAddress files or other FoxBase files may launch AutoAddress and confuse the program (and you!). This is due to a resource sharing with FoxBase+/Mac which I hope to resolve with updated versions of FoxPro and AutoAddress.

If a fatal error occurs, clicking on **Ignore** more than once or twice will probably not be very productive and will just confuse AutoAddress more. Click on **Cancel** and restart.

If a problem just does not go away, discard the "mem.mem" file in the "AutoAddress Files" folder. This file with then be rebuilt. You will have to re-enter the return address.

SUPPORT

Any questions, problems or suggestions please write, call or FAX:

> AutoSoft
> J. Serdakowski, Ph.D.
> 274 Moosehorn Road
> East Greenwich, R.I. 02818-1114
> 401-885-3631
> FAX 401-884-5653

Registered users have 90 days free support with the software.

CUSTOM PROGRAMMING

AutoAddress is an offshoot of my custom programming work with FoxBase+/Mac and Microsoft Excel, which continues to occupy much of my time. If you like AutoAddress but would like it to do more for you, or need additional help in building a custom database for your business, please call.